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ABSTRACT

Providing information about where and how to locate and recruit resettled migrants in the State of Delaware for the purpose of enrolling eligible children in the Migrant Student Record Transfer System, this manual provides suggested strategies and extensive information on persons and organizations who might be viable resources for the recruiter. The manual consists of four sections: (1) introduction--objective, methodology, and term definitions; (2) information on agencies, areas, and persons to contact for possible identification of resettled migrants--listings of primary and secondary contacts (agency names, addresses, functions, and comments), agricultural-related industries, and potential resources for mobilizing program support; (3) general comments and recommendations; and (4) plan, strategies, and establishment of an information flow process--suggested list of representative groups for a migrant education advisory board, a one-year plan, the "Identification, Recruitment, and Information Process Manual" (nine steps with specifics on why, how, and who), and five attached forms. The one-year plan includes a Gantt Chart and details what, who, how, when, and applicable attachments for each of 11 steps. (RS)

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ED184732

A MANUAL FOR
THE IDENTIFICATION AND RECRUITMENT
OF RESETTLED MIGRANT FAMILIES

PREPARED FOR:

THE DELAWARE DEPARTMENT
OF PUBLIC INSTRUCTION
MIGRANT EDUCATION DIVISION

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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RC 010959

RESOURCE MANUAL FOR MIGRANT RECRUITERS

The primary objective of this report is to provide the State of Delaware, Department of Public Instruction, Migrant Education Division, with information as to where and how they might locate and recruit resettled migrants in the State for the purpose of enrolling those eligible children in the Migrant Student Record Transfer System (MSRTS).

To meet this objective, the Department of Public Instruction, Migrant Education Division, contracted with D. A. Lewis Associates, Inc. (DAL) of Clinton, Maryland, to provide the following:

- Maps indicating priority areas
- List of key agencies and resource persons
- Compilation of the farms in the State
- Agriculturally related industries
- A suggested one-year plan with recommended strategies to be used in identifying and recruiting resettled migrant students and for the establishment of an inter- and intra-agency flow of information process.

Sponsoring agency — Bureau of Elementary and Secondary Education (DHEW/OE), Washington, D. C.; Delaware State Department of Public Instruction, Dover, Delaware.

Publication date — October 1976

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Edward L. Klumpp, Project Director
Gary Taylor, Research Associate
Steve Weisbrod, Research Associate
Barbara Busch, Secretarial Support
and
to all the individuals and agencies
involved for their cooperation in
providing the information contained
in this report.

SECTION I

INTRODUCTION

CONTENTS:

- Introduction
- Definitions of Key Terms Used
in Migrant Education

INTRODUCTION

OBJECTIVE

The primary objective of this report is to provide the State of Delaware, Department of Public Instruction, Migrant Education Division, with information as to where and how they might locate and recruit resettled migrants in the State for the purpose of enrolling those eligible children in the Migrant Student Record Transfer System (MSRTS).

To meet this objective, the Department of Public Instruction, Migrant Education Division, contracted with D. A. Lewis Associates, Inc. (DAL) of Clinton, Maryland, to provide the following:

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- Agriculturally related industries
- A suggested one-year plan with recommended strategies to be used in identifying and recruiting resettled migrant students and for the establishment of an inter- and intra-agency flow of information process.

APPROACH/RATIONALE

In approaching the objective of the project, DAL staff divided its focus between the City of Wilmington and the rest

of the State with data presented according to this division. Prior to field visits, it was believed that if resettled migrants were presently in Delaware, they would most likely be found in Wilmington and most easily be identified and recruited there because of such a possible concentration. This hypothesis was based on information obtained from DPI migrant education recruiters who had done some preliminary field work. Subsequent interviews by the DAL staff with a variety of "grass roots"* agencies in Wilmington and the rest of the State substantiated this hypothesis. The result of the interviews suggesting the concentration in Wilmington is the major reason why this report recommends DPI initially focus its efforts in Wilmington. The "grass root" interviews also supported the conclusions that there are resettled migrants in the State and that they are predominantly Spanish-speaking. Some of the people interviewed indicated they had firsthand knowledge of some Spanish-speaking resettled migrants but no one knew specifically of any resettled Black or White migrants. The general consensus was that there might be some, but most likely not many and they will probably be difficult to find. Because most people being interviewed seemed to be more familiar with the Spanish-

*"Grass roots" refers to agencies/persons that:
1. either work directly/specifically with migrants, or
2. work on a firsthand basis with low income persons, which a migrant/resettled migrant would most likely be, and in areas where low income persons live, and
3. in the case of Wilmington, are usually located in the neighborhoods of the people they work with.

speaking migrant population, a special effort was made by DAL staff to seek out agencies/persons familiar with the Black community, particularly in Wilmington. Those persons interviewed were asked if they thought there were any resettled Black or White migrants, and if there were any, where would they most likely be located. The information resulting from these interviews on location and on contacts is contained in this report. The interviews with the Black, White, and Hispanic contacts led the Lewis Associates to recommend that initially DPI recruiters focus their attention on the Spanish-speaking population in Wilmington.

METHODOLOGY

The methodologies utilized by Lewis Associates in gathering the data for meeting the objective of this project were:

1. to identify all areas of service needs of the migrant/resettled migrant, i.e., employment, housing, medical, and nutritional.
2. to identify persons/agencies attempting to meet these needs and identify any persons/organizations (i.e., a church) that have direct contact with and are knowledgeable about those in need of such services.
3. to assign a priority to persons having firsthand contact with and are knowledgeable of migrants.

Priority was also assigned to those knowledgeable about the low income Hispanic, Black, and White neighborhoods.

4. to conduct personal interviews with priority contacts and have them identify areas on maps where resettled migrants might be found.
5. to verify data by comparing and checking information among sources.
6. to gather and provide unverified data on non-priority contacts which nevertheless may turn out to be of assistance if contacted by recruiters.

D. A. Lewis Associates' experience on a similar project of this type indicates that these methods/approach seem to be effective.

OUTCOMES

Some of the outcomes of this project that will be particularly helpful to Delaware's recruitment effort and that add a certain degree of validity to the information provided here are:

- Priority was assigned to certain areas, organizations, and individual contacts based on constant and repetitive reference to them based on statements received during interviews that they were areas where resettled migrants would most

likely be found or they were persons who would most likely know resettled migrants and where they might be found.

- Problems and issues relevant to the identification and recruitment of resettled migrants were often indicated by interviewees and are included in this report.
- Some persons made a verbal commitment to assist DPI recruiters and that information is provided here.

Despite what is felt to be a high level of validity to the data provided here, Lewis Associates cautions DPI not to accept any of this information as a foregone conclusion. The attempt here is to provide DPI recruiters with leads and as much information about how to follow up on these leads based on our analysis of as much data as could be gathered within a relatively short period of time. Based on the firm's experience in Maryland and migrant education in general, plus the personal experience of the staff involved in the project, it is felt that the key areas and contacts have been identified. It is also felt that the most realistic and effective recruitment plan is being proposed based on our assessment of DPI's task and their resources.

Keeping in mind the need for flexibility and for comprehensiveness, the DAL staff has also endeavored to provide suggested strategies and extensive information on persons and organizations other than key contacts who might be viable resources

for the recruiter. While the plan is specific in focusing on Wilmington first and then the rest of the State, an Identification and Recruitment and Information Process Manual is also included which is a basic suggested approach to performing these tasks. Our intent is to provide a flexible document from which further strategies and plans can be developed. We believe that only a comprehensive and energetic effort by a well-trained recruitment staff will, in the long run, be the only means to identify resettled migrants and the only means of truly validating the information in this report.

DEFINITIONS¹

It is important for a recruiter to be completely familiar with the definitions of the key terms used in migrant education. In order for a recruiter to be an informative and accurate link between a community and the migrant child it is vital that these terms are correctly used, and used whenever applicable.

Agricultural activity means any activity related to crop production, including but not limited to soil preparation and storage, curing, canning or freezing of cultivated crops. Activities on farms or ranches related to the production and processing of milk, poultry, livestock (for human consumption) and fish are also considered to be agricultural activities. Under the foregoing definition, cutting, transporting, and sawing of timber are not considered to be agricultural activities. Operations involved in forest nurseries and fish farms, however, are considered to be agricultural activities.

Currently migratory child means a child who has moved with a parent or guardian within the past twelve months across a school district boundary or boundaries in order that a parent, guardian or member of his immediate family might secure temporary or seasonal employment in an agricultural or fishing activity. In these cases where the school district boundary coincides with a State boundary, currently migratory child means a child who has moved with a parent or guardian within the past twelve months across a school attendance area boundary or boundaries within the school district boundary in order that a parent, guardian or member of his immediate family might secure temporary or seasonal employment in an agricultural or fishing activity.

Fishing activity means any activity directly related to the raising and catching of fish and shellfish from streams, lakes, or oceans, and to the processing of such fish for initial distribution through commercial market channels.

Formerly migratory child means a child who, with the concurrence of his parents, is deemed to be a migratory child on the basis that he has been a currently migratory child as defined in this section but has ceased to be a currently migratory child within the last five years and currently resides in an area served by an agency carrying out a program or project under this part.

¹From Federal Register Vol. 40, No. 131, July 8, 1975, p.28624.

Migratory agricultural workers means those persons who have moved from one school district in a State to another in the same State or to one in another State for the purpose of finding temporary or seasonal employment in one or more agricultural activities as defined above.

Migratory fishermen means those workers who have moved out of a school district to another in the same State or to one in another State for the purpose of finding temporary or seasonal employment in one or more fishing activities as defined above.

Project means an activity or set of activities provided under this part to migratory children in a particular area by a State educational agency, either directly or through a particular local educational agency, which is designed to meet the purposes of the applicable State program as defined in this section.

State program means the overall plan for services, activities, personnel and materials set forth in a State application for a grant under this part to provide special education to migratory children of migratory agricultural workers and migratory fishermen.

SECTION II

INFORMATION ON AGENCIES, AREAS, AND PERSONS TO CONTACT FOR THE POSSIBLE IDENTIFICATION OF RESETTLED MIGRANTS

CONTENTS:

- Alphabetical Listing of Primary and Secondary Contacts for the Identification of Resettled Migrant Families in Wilmington, Delaware.
- Primary Contact Sheets Nos. 1-6, Wilmington, Delaware. (Includes specific recommendations on how to most effectively utilize these contacts.)
- Alphabetical Listing of Area Contacts Within the Three Counties in Delaware for the Identification of Resettled Migrant Families. (There are three lists — one for each of Delaware's three counties. The Sussex County list contains an attachment on the Sussex County Community Action Agency.)
- Primary Contact Sheet for Delaware Outside of Wilmington for All Three Counties. (Includes specific recommendations on how to most effectively utilize these contacts.)
- One map for Wilmington and one map for each of the three counties.
- Agricultural-Related Industries in the State of Delaware.
- Information Concerning Migrant Day Hall Contractors in Wilmington.
- Industry Listing of Federally Inspected Poultry Plants in Delaware.

CONTENTS (CONT.)

- Board Memberships of La Borinquena and the Hispanic American Council
- Listing of Agencies Outside of Wilmington that Might Provide Leads for Recruiters to Further Identify Resettled Migrants in Delaware
- Potential Resources for Mobilizing Program Support — Delaware Kiwanis Clubs, Lions Clubs, Rotary Clubs, and Toastmaster International Clubs

Note to User:

The Recruiter's Resource Manual is designed to be a working document for use by the migrant education recruiters. For this reason, space has been provided in certain instances for the recruiters to make summary notes when contacting their secondary resource contacts. Hence, a blank space is not meant to indicate that a particular contact is of any less importance than those for which comment information has been provided, but rather that the person providing the names of secondary contacts had no special information regarding the contact.

D. A. Lewis Associates is of the opinion that all secondary contacts are worth checking out unless noted otherwise. This opinion is based on the fact that the secondary contacts are names suggested by the primary contacts as being a contact who could assist a recruiter in identifying resettled migrants in a given area. The reason for including the primary contact's suggestion for the secondary contacts is based on interviews conducted by D. A. Lewis staff and the credibility of the contacts in terms of their knowledge of their communities and their familiarity with the farmworker population.

ALPHABETICAL LISTING OF PRIMARY AND SECONDARY CONTACTS
FOR THE IDENTIFICATION OF RE-SETTLED
MIGRANT FAMILIES IN WILMINGTON, DELAWARE

Key on Map	Agency Name & Contact Person	Address/Phone	Comments
1	La Borinquena Empleo Boricuas Proyecto Julio Morales Sister Cecelia Esteves, Latin Am. Community Center	401 No. Harrison St. Wilmington, Del. 302/656-6586 654-4192 1202 W. 4th Street Wilmington, Del. 302/328-1695	Primary - see Contact Sheet No. 1
2	Hispanic-American Council, Inc. Rev. Ramon Bermudez Executive Director Carlos Hernandez Asst. Director	403 Washington St. Wilmington, Del. 302/654-8840	Primary - see Contact Sheet No. 2
3	Labor Clearance Office (D.O.L.) Leon Binder State Monitor Advocate	205 W. 14th Street Wilmington, Del. 302/571-2950	Primary - see Contact Sheet No. 3
4	Project ACT William Anderson Chairman, Wilmington Title I Parent Advisory Board	6th & Washington St. Wilmington, Del. 302/655-9683	Primary - see Contact Sheet No. 4
5	St. Paul School Sister Regina Haney Principal	3rd & Van Buren Sts. Wilmington, Del. 302/656-1372	Primary - see Contact Sheet No. 5
6	Wilmington Police Bureau Community Relations Div. Captain Lynch Lt. J.W. Johnson, Sr. Patrolman Ray Chico Rodriquez	1000 King Street Wilmington, Del. 302/571-4470	Primary - see Contact Sheet No. 6

ALPHABETICAL LISTING OF PRIMARY AND SECONDARY CONTACTS
FOR THE IDENTIFICATION OF RE-SETTLED
MIGRANT FAMILIES IN WILMINGTON, DELAWARE

Key on Map	Agency Name & Contact Person	Address/Phone	Comments
7	Christina Community Center of Old Swedes, Inc. Lemuel B. Moore III Executive Dir. Mrs. Johnson	800 E. 7th Street Wilmington, Del. 302/652-0101 652-3149	Mrs. Johnson reportedly does outreach for the Center. She is sup- posed to be quite knowledgeable about the low income families as she has been in the area a long time.
8	College of Agricul- tural Sciences	University of Delaware Newark, Delaware	Two departments may have relevant information as they are involved in agricultural related outreach activities such as nutrition in rural areas: Cooperative Extension Service - 738-2504 Home Economics - 738-2537 Two persons may be of assistance - Gwendolyn Colvin and Priscilla Thomas. Not sure of their functions nor which of the two depart- ments they are in.
9	Cool Spring Community School Phillip M. Reed Principal	10th & Van Buren St. Wilmington, Del. 302/429-7501	This school is in the target area.
10	Day-Haul (Possibility)	Front Street between Market & West Wilmington, Del.	Not sure it's still there but was evident in the past.
11	Hilltop Neighbor- hood Assn. Mr. Elber Burley	618 No. Harrison St. Wilmington, Del. 302/658-2752	

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FOR THE IDENTIFICATION OF RE-SETTLED
MIGRANT FAMILIES IN WILMINGTON, DELAWARE

Key on Map	Agency Name & Contact Person	Address/Phone	Comments
12	Grocery Store Products Kennett Square Div. Mr. Lynn Ricker	Kennett Square, Pa. 215/444-2770	Is likely to be in the position to indicate some of the labor force that commutes from Wil- mington to work on the mushroom crop in Penna. Believe she is in the personnel office of Grocery Store Products. Information came from a grower, Mr. Edmond Sannini in Hockessin.
13	Kingswood Community Center, Inc. Lorin P. Hunt Executive Dir.	P. O. Box 1245 (23rd & Bowers) Wilmington, De. 302/764-9022	
14	Mary C. I. Williams Elementary School Mr. Guizelous Molock, Principal	Third & Monroe Sts. Wilmington, Del. 302/429-7542	According to Sister. Haney, about 200 Spanish- speaking students attend this predominantly Black school. This school is in target area.
15	Model Cities Moti- vational Center Omo Taiga Executive Dir.	800 W. Ninth Street Wilmington, Del. 302/655-7378	They are no longer fund- ed by Model Cities. They work primarily with Junior High and High School students. They will probably not be able to provide useful information.
16	Model Cities Neighborhood Council Mrs. Frauline Trotter	1234 W. Fourth St. Wilmington, Del. 302/654-5233	
17	Neighborhood House, Inc. Ms. Mary White	1218 B Street Wilmington, Del. 302/652-3928	

ALPHABETICAL LISTING OF PRIMARY AND SECONDARY CONTACTS
FOR THE IDENTIFICATION OF RE-SETTLED
MIGRANT FAMILIES IN WILMINGTON, DELAWARE

Key on Map	Agency Name & Contact Person	Address/Phone	Comments
18	New Castle County Executive Dept. Danny Gonzales Executive Asst. Spanish Affairs	Public Building 14th & Washington Streets Wilmington, Del.	According to Sister Haney, he is very familiar with the Spanish-speaking com- munity. Mr. Anderson said he would best be able to identify people in the greater Wilming- ton area but not in the city.
19	Peoples Settlement Association Farrest Carter Executive Dir.	408 E. Eighth St. Wilmington, Del. 302/658-4133	
20	Ponce de Leon Bar	Lancaster (Front) & Harrison Sts. Wilmington, Del.	Where many Spanish- speaking people congre- gate. It is recommended that the recruiter should <u>not</u> go in alone. For a <u>female</u> recruiter a male escort is advised.
21	Rivera, Frank	3rd & Van Buren Sts. Wilmington, Del.	Knowledgeable about the community. Officer Rodriquez of the Police Department or Wendell Anderson of Project Act can put you in touch with him.
22	Rivera, Matilda	402 Monroe Street Wilmington, Del.	Teachers aide at St. Paul's School and on the Board of Title I Parents Advisory Commit- tee. Contact through Mr. Anderson - 655-9683

ALPHABETICAL LISTING OF PRIMARY AND SECONDARY CONTACTS
FOR THE IDENTIFICATION OF RE-SETTLED
MIGRANT FAMILIES IN WILMINGTON, DELAWARE

Key on Map	Agency Name & Contact Person	Address/Phone	Comments
23	South Wilmington Community Council Benjamin Freeman Executive Dir.	608 E. Heald Street Wilmington, Del. 302/655-6543	Also talk with Ms. Mamie Carter, Chairman of the South Bridge Tenant Council
24	St. Mary's - St. Patrick's School Father Jim Trainer	1414 King Street or 5th & Pine St. (?) Wilmington, Del. 302/652-0743 or 655-2644	Is familiar with the Black population.
25	Thomas F. Bayard Middle School William S. Young, Jr. Principal	S. DuPont & Chestnut Wilmington, Del. 302/429-7326, 27, 28	
26	United Neighbors for Progress Lawrence Bracy, Jr. Executive Dir.	1213 "B" Street Wilmington, Del. 302/652-3846	
27	Division of Urban Affairs Univ. of Delaware Sandy Thompson Urban Agent Program	Newark, Delaware 302/655-4439	Does surveys for the division. She is a native and knows the city, particularly the Black community.
28	West Center City Community Center	501 Madison Street Wilmington, Del. 302/571-4266	
29	West Center City Neighborhood Association Ms. Julia Reeves	605 Jefferson St. Wilmington, Del. 302/655-3964	

ALPHABETICAL LISTING OF PRIMARY AND SECONDARY CONTACTS
FOR THE IDENTIFICATION OF RE-SETTLED
MIGRANT FAMILIES IN WILMINGTON, DELAWARE

Key on Map	Agency Name & Contact Person	Address/Phone	Comments
30	West End Neighbor- hood House Joan Reiter or Mrs. Mary Schmoyer	710 N. Lincoln St. Wilmington, Del. 302/658-4171	
31	Westside Model Neighborhood Council, Inc. Mr. John Holden	625 No. Harrison St. Wilmington, Del. 302/654-5541	
32	Wilmington Public Schools Mr. Luis Mendez	14th & Washington Wilmington, Del. 302/429-7011	In charge of public schools bilingual program.
33	Wilmington Housing Authority Model Cities Emer- gency Grant and Housing Improve- ment	Wilmington, Del. 302/575-0350 Wilmington, Del. 302/571-4080	After speaking both with persons from the Wilmington Housing Authority (Muriel Rusten) and persons working with the Model Cities Emergency Grant and Housing Improvement programs (Marilyn Field and Bill Levin), it was determined that the Housing programs are not gathering data use- ful to the recruitment of resettled migrants. Specifically, they do not gather information on previous employment.

PRIMARY CONTACT SHEET - WILMINGTON, DELAWARE

NO. 1

AGENCY NAME:

La Borinquena
Empleo Boricuas Proyecto

AGENCY CONTACT/TITLE:

Julio Morales, Program Director
Sister Cecelia Esteves, Director of the Latin American
Community Center

ADDRESS:

401 North Harrison Street
Wilmington, Delaware 19805
Tel: (302) 656-6586 - 654-4192

FUNCTION:

This is a CETA funded project providing job placement,
job training, ESL, and GED.

COMMENTS/RECOMMENDATION:

1. By September 1, 1976, La Borinquena will be merging with the Latin American Community Center. Both organizations are located in the priority Spanish-speaking neighborhood. Both Julio Morales and Sister Cecelia Esteves, Director of the Latin American Community Center are familiar with and have extensive contacts in the area. It is, therefore, recommended that a recruiter meet with them and solicit their help.

Latin American Community Center
1202 West 4th Street
Wilmington, Delaware 19805
Tel: (302) 328-1695

2. Julio Morales has been contacted and has agreed to assist recruiters in identifying resettled migrants by introducing the recruiter to appropriate community contacts and with proper authorization by releasing information from CETA intake forms which in some cases indicates a person came from an agricultural background. Authorization needs to come from

Ken Becker, Director
CETA Program
920 King Street
Wilmington, Delaware

It is recommended that Arlene Scanlon or the Director of DPI
seek this authorization.

PRIMARY CONTACT SHEET - WILMINGTON, DELAWARE

NO. 2

AGENCY NAME:

Hispanic-American Council, Inc.

AGENCY CONTACT/TITLE:

Rev. Ramon Bermudez, Executive Director
Mr. Carlos Hernandez, Assistant Director and Census Taker

ADDRESS:

403 Washington Street
Wilmington, Delaware 19801
Tel: (302) 654-8840

FUNCTION:

Provides educational, cultural, economic, and social programs for the Spanish-speaking Latin-American community and the migratory family.

COMMENTS/RECOMMENDATION:

The agency is willing to

1) Provide records going back four (4) years on migrant and seasonal farmworkers who have sought their services. Approximately 3000 forms were filed in 1975 and 700 thus far in 1976. Much of the information from this agency's intake forms are relevant to the kind of data needed for migrant education programs; therefore, a recruiter could transpose data from the intake forms to the recruitment forms.

2) Due to the fact that the agency deals with the new members of the community and transient individuals, there is the need for a recruiter to conduct a follow-up to determine eligibility. The recruitment forms would provide the list of those persons to be contacted.

3) The recruiter should establish a relationship with Mr. Hernandez or another key person in the agency in order to keep the recruiter informed of agency activities and to help establish his/her credibility in the community.

4) DPI should recommend that the agency utilize its newsletter and other contacts with the community to inform people of the recruitment program.

PRIMARY CONTACT SHEET - WILMINGTON, DELAWARE

NO. 3

AGENCY NAME:

Labor Clearance Office (D.O.L.)

AGENCY CONTACT/TITLE:

Mr. Leon Binder, State Monitor Advocate

ADDRESS:

205 West 14th Street
Wilmington, Delaware 19801
Tel: (302) 571-2950

FUNCTION:

This office within the D.O.L. is responsible for processing all the farm labor request forms that come from the Delaware State farmers seeking workers for their crops.

COMMENTS/RECOMMENDATION:

1. Mr. Binder had computer printouts in his office with the names and addresses of migrant and seasonal farmworkers in the State of Delaware. He also had a document called "Migrant and Seasonal Farmworkers Table 25" which indicated such things as numbers, location by county, and ethnic background of workers. This table, along with the computer printout of names, could be a useful tool in identifying potential resettled migrants. Mr. Binder said that these documents would have to be acquired through his supervisor:

Arthur S. Benson
Director of Employment Services
Same address and phone.

It is recommended that Arlene Scanlon or the Director of DPI seek this data.

2. As a State official and because his office is responsible to all the growers in the State of Delaware who seek his

services, Mr. Binder is familiar with a significant portion of the migrant labor force in the State. Migrant recruiters can seek out which growers are using migrant workers and how many hands are being employed by contacting this office. Mr. Binder's greatest strength is his knowledge about the "current" migrant population with some knowledge about the resettled population in Delaware.

3. For additional information about the functions of this office as well as of the Rural Employment Office of the D.O.L., refer to the Rural Employment Service Report (1975) for Delaware

PRIMARY CONTACT SHEET - WILMINGTON, DELAWARE

NO. 4

AGENCY NAME:

Project ACT

AGENCY CONTACT/TITLE:

Mr. William "Hicks" Anderson
Chairman, Wilmington Title I Parent Advisory Board
Coordinator, National Coalition of Title I ESEA Parents

ADDRESS:

6th & Washington Streets
Wilmington, Delaware 19801
Tel: (302) 655-9683

FUNCTION:

Deals with administrative functions for Title I Parent
Advisory Committee

COMMENTS/RECOMMENDATION:

1. Mr. Anderson has expressed his willingness to help coordinate meetings for recruiters to which key individuals would be invited. These meetings might be either with agencies to further identification and recruitment plans and/or with community persons who themselves might be eligible for recruitment. He would do this through the Title I position that he holds.

2. Although Mr. Anderson is knowledgeable about most Spanish, Black, and White neighborhoods of Wilmington, his greatest strength from the perspective of the migrant recruiter is that he is most valuable in identifying areas where Black resettled migrants might live and persons who might assist in identifying them. Initial information about those areas and people appears on the map and key; however, for more detailed information or perhaps direct introduction into these areas could come by contacting Mr. Anderson.

3. Mr. Anderson has records indicating name, age, address, and school of youngsters who are now participating in Title I programs. It was indicated that other Title I officials have similar records on other Wilmington students. Since there is a strong indication that a significant number of Title I students are likely to fit one of the definitions of a migrant student, it is recommended that the migrant recruiter seek access to those records through cooperation with Mr. Anderson.

4. Mr. Anderson recommends that for further assistance in tracking down migrant students in Wilmington the school principals and record keepers should be contacted. Their records could be key sources for identifying movement of students from the south as well as for those who have settled into their areas during the last few years.

5. Be sure to check with Mr. Anderson about whether or not the following persons might be of assistance in the recruitment effort. He mentioned but did not provide any details about these persons when he was interviewed:

Mrs. Perry and Mr. Burton in Eastlake
Mrs. Maimie Carter, Southbridge Tenet Council
Mitch Thomas, Newcastle County State Service Center
Mr. Samuel Lewis, Principal, Highlander School
Hazel Brown
Mrs. Curtland, Browntown
Mr. Richard A. Struck, Principal, Charles B. Lore
Elementary School
Mike Hernandez

PRIMARY CONTACT SHEET - WILMINGTON, DELAWARE

NO. 5

AGENCY NAME:

St. Paul School

AGENCY CONTACT/TITLE:

Sister Regina Haney, Principal

ADDRESS:

3rd & Van Buren Streets
Wilmington, Delaware 19805
Tel: (302) 656-1372

FUNCTION:

St. Paul is a nonpublic school located in the Latin-American sector of Wilmington. The school conducts a bilingual program for its students.

COMMENTS/RECOMMENDATION:

1. Sister Haney indicated that she had files on parents that indicate their work background that she would be willing to allow recruiters to use to identify potential resettled migrants. She also feels that students participating in the bilingual program also provide a good basis for recruiters to begin identifying eligible families.
2. Sister Haney said that she and one of her assistants, Sister Maria Lena, will assist the recruiters in making community contacts with potentially eligible families. She believes Sister Maria Lena is particularly knowledgeable about and has good rapport with the area residents.
3. Sister Haney has indicated that out of the 265 student records that are on file there are at least 60 children that she classifies as fitting the migrant definition. This count is the result of her own survey that she conducted around December of 1975. It is recommended that these records should be looked at by a migrant recruiter to (1) determine eligibility, (2) determine the instrument used by Sister Haney for her survey, and (3) determine if other children, not in the survey, are eligible for migrant programs.

PRIMARY CONTACT SHEET - WILMINGTON, DELAWARE

NO. 6

AGENCY NAME:

Wilmington Police Bureau
Community Relations Division

AGENCY CONTACT/TITLE:

Captain Lynch
Lt. J. W. Johnson, Sr.
Patrolman Ray Chico Rodriquez

ADDRESS:

1000 King Street
Wilmington, Delaware
Tel: (302) 571-4470

FUNCTION:

Foster good police/community relations.

COMMENTS/RECOMMENDATION:

1. Officer Rodriquez knows many of the target area residents. He is on the Board of the Hispanic American Council and other agencies serving the Hispanic community. Provided that the recruiter first gets clearance from Captain Lynch, Officer Rodriquez said that he will assist recruiters.

2. Lt. Johnson has been on the force for fifteen years and was helpful in identifying areas and some contact persons for sections in which Black resettled migrants would most likely be found if there are any, although he doesn't believe there are any.

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
KENT COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
1	Camden	Irma Zuniga Caesar Rodney Junior High School - the principal - the school nurse	
2	Canneberry	Homer Rameriz	Yellow house near flashing red lights.
3	Capital Park	Beva Morales 166 President Drive Capital Park, DE 674-0690	
4	Cheswold	Richard & Ann Correa Main Street Cheswold, DE	Ask them about Spanish people in area.
5	Clayton	W. L. Wheatley Rt. 6 Clayton, DE 653-9281	
6	Not on map		
7	Not on map		
8	Dover	Catholic Social Services Mrs. Cohen or Mrs. Jara Kings Highway 674-1600 Mrs. Salinski Social Services Div. of Family Services, DSS New & Water St. Dover, DE 19901 678-4437	They may know areas where Blacks may have settled out in Kent County.

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
KENT COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
8	Dover (Cont.)	Carmen Velasquez 919 Simon Circle Dover, DE Alexander Bravo 929 Simon Circle Dover, DE 678-1840 Maria Antonio Rodriquez 233 Simon Circle Dover, DE 678-0796	Mr. Bravo reportedly knows every Spanish migrant in Kent.
9	Felton		
10	Fredrica	Lilly Davila	Pink house trailer on route going north near fire station.
11	Harrington		
12	Little Creek	Francis Bergold RD #3 Dover, DE 734-2490	
13	Magnolia	Bruce Walton, Farmer 697-6847 or 284-9200	
14	Rising Sun	Carmen Burgas Trailer Park Alt. 113A Between 2nd & 3rd light from junction Rt. 10	

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
KENT COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	<u>Comments</u>
15	Sandtown	Catholic Social Services	Roy Hazard (Delmarva Ecumenical Council) came across eight families here last year that he feels might be eligible.
16	Smyrna	Tony Gonzalez 304 Grace Lane Smyrna, DE 653-6143	
17	Woodside	Jesus Morales Box 121 Woodside, DE 19980 697-9802	
18	Wyoming	Felippe Marrero Box 29-A RD #1 Wyoming, DE 697-9937	Speaks Spanish.

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
NEWCASTLE COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
1	Hockessin	William Salisbury Delmarva Ecumenical Agency Dover, DE 678-2000 Edmond Sannini Rt. 7 Hockessin, DE 239-5446 Carol Massafari Alexis I duPont School District Greenville, DE	He is a mushroom grower, a member of the American Mushroom Institute, and the Governor's Agricul- tural Advisory Council. He is willing to talk with a recruiter if DPI can prove to him migrant money won't just be an- other "waste of the tax- payers' dollars." He and the other growers are touchy about out- siders due particularly to recent difficulties with the Immigration Service Ms. Massafari was referred to as having been re- sponsible for a migrant program in the past. She might be of assistance in identifying migrant chil- dren in the area.
2	Middletown	William Salisbury Delmarva Ecumenical Agency Dover, DE 678-2000 Rev. Bermudez Hispanic American Council 403 Washington St. Wilmington, DE 19801 654-8840	

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
NEWCASTLE COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
3	Townsend	Mr. Gaskin	He works for Chris Wicks, a farmer

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
SUSSEX COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
1	Allendale	Clara Burton Detox Center 422-8338	
2	Bridgeville	Luz Santana Family 15 Church Street Bridgeville, DE DSS Albert Blake 337-8261	Emergency food
3	Coverdale Crossroads	Pops Program Seaford Nanticoke Hospital	Ask for a social worker named Jackie (629-2811)
4	Five Points	Anna Downing P. O. Box 187 Lewes, DE Roy Hazard Ecumenical Council	She may be of assistance in Five Points, Milton, and Georgetown. He has been in the area and has heard of ex- migrants in the area.
5	Frankford	DSS Sussex County CAA Outreach	See attached list of Outreach workers and areas they cover.
6	Georgetown	Sussex County Commu- nity Action Agency 856-7311 or 7312 Janet Campbell CETA Supervisor 856-6173 Patrick Coates Food Stamp Outreach Worker 856-5467 Arturo Cortez Foreman, Chicken Plant 211 New Street	They have a migrant program.

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
SUSSEX COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
7	Greenwood		
8	Hitchens Crossroads		
9	Laurel	DSS 875-2289	
10	Lincoln Greentop		Contact elementary school
11	Millsboro	Sussex County CAA Outreach DSS	See attached list of Outreach workers and areas they cover
12	Milford	Iris Malando 418 North Street Milford, DE Naomi Ruiz 444 North Street Milford, DE Lilly Currington P. O. Box 261A Milford, DE 422-6038	They know a number of Spanish and Black families
13	Milton	Mr. Pepper, Prin. Milton Elementary School Martha Shockley 867-4594 Jimmy Green Family Go through Dave Bromarkle Personnel Manager King Cole Factory Chestnut Street Also, always see Mr. Medd, Camp Mgr. Trailer A1	She is a teacher and works as an Outreach worker during the summer.

ALPHABETICAL LISTING OF AREAS AND AREA CONTACTS IN
SUSSEX COUNTY, DELAWARE, FOR THE IDENTIFICATION OF
RE-SETTLED MIGRANT FAMILIES

Key on Map	Area	Contact Person(s) Address/Phone	Comments
14	Seaford	Jessie & Maria Ramirez 204 Stein Highway	They are settled out migrants. They are bilingual and along with a number of Mexican-Americans they work in Zafferries Bakery, Federalsburg, Md.
15	Selbyville	Lillie Johnson at Sussex County CAA	See attached sheet
16	Slaughterneck	Janie Gonzalez Rt. 1 Box 187A Lincoln, Delaware 684-3303	She lives in Slaughterneck; speaks English and is settled out.
17	Staytonville	Isaacs Labor Camp J. C. Miller, Crew Chief	

ADDITIONS

18	Columbia	Jerry Rider Labor Camp	See Jerry Rider
19	Concord	Ruth Palmer Concord Day Care Center	

ATTACHMENT TO SUSSEX COUNTY CONTACT SHEETS

SUSSEX COUNTY COMMUNITY ACTION AGENCY
5 EAST PINE STREET
GEORGETOWN, DE. 19947

Stanford L. Bratton
Executive Director

Hours: 9:00-4:30
Phone: 856-7311

This Agency is opened every day to provide services to all persons in Sussex County regardless of sex, race, color, religion and/or national origin.

WORK EXPERIENCE PROGRAM

- a. In-school — Disadvantaged in school youth. (14-21)
- b. Out of School — Disadvantaged, unemployed or underemployed. High school dropouts. (16-21)
- c. Work experience for older workers — disadvantaged, unemployed or underemployed persons 55 and over.

Marilyn Morris, Program Director

JOB DEVELOPMENT PROGRAM

This program is composed mainly as a referral service. Persons are referred to various jobs thru job listings. Our outreach workers assist in these referral services.

OUTREACH WORKERS

Lillie Johnson: areas include:

Frankford, Selbyville, Roxanna, Dagsboro, Millsboro, and surrounding areas.

Geraldine Hunt: areas include:

Laurel, Seaford, Delmar, Bridgeville, Greenwood, and surrounding areas.

Arlene Ewell: areas include:

Rehoboth, Lewes, Milton, Milford, Slaughter Neck and surrounding areas.

HOUSING

A list of rental home owners is kept by our Outreach Workers according to areas and needs. Thus, anyone desiring a house for rent will be referred to a rental home owner in area desired.

HOME BASE PROGRAM

The main goal of the Home Base program is to put into practice a program which will increase the educable insight of young children from low income homes. The term educable insight refers to the skills and attitudes which appear to be necessary for success in public schools. The basic idea in home visiting is to teach the Mother to be an effective teacher of her child in her own home.

HOME MAINTENANCE & REPAIR PROGRAM

Home maintenance and repair services are provided for senior citizens that are considered low-income, and for homes with a health or safety hazard.

Marilyn Morris, Program Director

CHILD DEVELOPMENT PROGRAM

The education component provides technical assistance and resources for the Head Start and Day Care Centers. A plan of procedures has been established that will ensure provisions for: Supportive social emotional climate, development of intellectual skills, promotion of physical growth.

PRIMARY CONTACT SHEET - FOR DELAWARE OUTSIDE OF WILMINGTON

NO. All Three Counties

AGENCY NAME:

Rural Ministries Coalition
Delmarva Ecumenical Agency

AGENCY CONTACT/TITLE:

Roy Hazard, VISTA Outreach, Sussex County
Sister Margie, Outreach, Sussex County
Sister Jackie, Outreach, Kent County

ADDRESS:

2nd Floor
Blue Hen Mall
Route 113
Dover, Delaware 19901
Tel: (302) 678-2000

FUNCTION:

Provide health/social service referrals for migrant farm laborers in Delaware.

COMMENTS/RECOMMENDATION:

1. Because these people are continually out in the field working with the migrants, they should be provided with a DPI recruitment form to sign up potentially eligible resettled migrants on an ongoing basis.
2. These outreach workers could be utilized to introduce a recruiter into a community or area because of their knowledge of and rapport with many persons in the target areas.
3. Sister Jackie feels that between Middletown and Smyrna there may be resettled migrants because of the potato fields.

AGRICULTURAL-RELATED INDUSTRIES

The list of agricultural-related industries may serve as a source for identifying resettled migrant families as these industries often employ semi-skilled workers who are familiar with agriculture. This listing was compiled from the publication, Delaware Communities in Profile, produced by the Delaware State Planning Office. Much of the data included in this report was obtained from the 1970 Census and, for this reason, may be outdated. The information, however, should serve as a starting point from which data of a more recent character can be gathered.

DELAWARE AGRICULTURAL-RELATED INDUSTRIES
(Listed by County)

COUNTY: New Castle

<u>Name of Industry</u>	<u>Location</u>	<u>Product</u>	<u>Employ</u>
Delcampo Baking Mfg. Company	Elsmere	Baked Goods	26-50
Serpe and Sons, Inc.	Elsmere	Baked Goods	25 or Less
Grimmings Bakery	Middletown	Baked Food	25 or Less
Morton Quality Products	Newark	Jams, Jellies, Condiments, etc. Packaging and Repackaging	51-100

COUNTY: Kent

<u>Name of Industry</u>	<u>Location</u>	<u>Product</u>	<u>Employ</u>
Fish Products Inc.	Bowers Beach	Fish Dinners	25 or Less
W. L. Wheatley, Inc.	Clayton	Processed Vegetables	51-100
Smith-Douglas Division	Clayton	Fertilizer	25 or Less
General Foods Corp., Jello Division	Dover	Jello Desserts, Log Cabin Syrups	1,500 to 2,000
Richardson and Robbins	Dover	Food Spreads, Chicken Broth	101-150
Dover Products Co., Inc.	Dover	Animal Feed, Inedible Animal Grease and Meat Meal	25 or Less
Parkers Canning Co.	Harrington	Tomatoes	51-100
Burris Foods	Harrington	Frozen Foods	25-50
Mark 7 Seafood and Industries, Inc.	Houston	Processed Seafood	25 or Less
J. G. Van Holten and Son, Inc.	Kenton	Pickles and Sauerkraut	26-50
Milford Fertilizer Company	Milford	Fertilizer	26-50
Clifton, Carlton and Sons	Milford	Canned Peas, Potatoes, Lima Beans	25 or Less
Jenkins Food Corp.	Milford	Vegetable Canning	25 or Less
Smith-Douglass Div., Borden Chem.	Smyrna	Agriculture Fertilizer, Seeds	25 or Less
Soil Service	Smyrna	Manufacture and Spread Fertilizers	25 or Less
Green Giant Company	Woodside	Canned Vegetables	26-50

DELAWARE AGRICULTURAL RELATED INDUSTRIES (CONT.)

COUNTY: Sussex

<u>Name of Industry</u>	<u>Location</u>	<u>Product</u>	<u>Employ</u>
Swift and Company	Bridgeville	Poultry	501-1,000
Dulany - United Foods	Bridgeville	Frozen	26-50
		Vegetables	
H. P. Cannon and Son	Bridgeville	Canned	Seasonal
		Vegetables	
Vlasic Foods, Inc.	Dagsboro	Pickles, Relish,	101-150
		and Peppers	
Hoffman La Roche,	Delmar	Vitamin Supple-	25 or Less
Inc.		ment for	
		Animal Feed	
Murray's Feed	Frankford	Feed Production	51-100
Service			
Valliant Fertilizer	Laurel	Fertilizer	26-50
Company			
Doxsee Food Corp.	Lewes	Processing of	101-150
		Clam Products	
Vlasic Foods, Inc.	Millsboro	Pickles, Relish,	101-150
		and Peppers	
Sterwin Laboratories,	Millsboro	Produce and Sell	26-50
Inc.		Poultry	
		Vaccines	
Williams, H. E. and	Millsboro	Swine Feeds -	25 or Less
Company		Corn	
Townsend Incorporated	Millsboro	Soybean Oil,	25 or Less
		Other Agricul-	
		ture Products	
Draper King Cole,	Milton	Canned and Frozen	401-500
Inc.		Vegetables	
Milton Sausage and	Milton	Meat and Dairy	25 or Less
Scrapple Co.		Products	
Baker Chemical and	Seaford	Agriculture	25 or Less
Equipment Co.		Chemicals and	
		Automatic	
		Irrigation	
Hearn and Rawlins,	Seaford	Corn Meal, Flour,	25 or Less
Inc.		Feeds, etc.	
Royster Company	Seaford	Fertilizer	25 or Less
Southern States	Seaford	Feed and Farm	25 or Less
		Products	
H & H Poultry	Selbyville	Poultry	401-500
Company, Inc.			

MIGRANT DAY HAUL CONTRACTORS

It is not uncommon for many urban areas to find farm-worker contractors (commonly referred to as Day Haul Contractors) recruiting laborers from the inner city to work on the surrounding farms. In instances such as this, the families of the workers may be eligible for the Migrant Education Program. For this reason, D. A. Lewis Associates investigated the Wilmington area to determine the presence of Day Haul Contractors. It was found, through contact with the DOL representative, Mr. Leon Binder, that Day Haul Contractors are no longer active in the Wilmington area. We were told that, at one time, contractors did recruit from the city; this, however, occurred five to eight years ago. Mr. Binder feels confident with this assertion as the contractors, if active, would have to receive clearance from his office.

INDUSTRY LISTING OF FEDERALLY INSPECTED
POULTRY SLAUGHTERING PLANTS IN DELAWARE

In various parts of the nation in which Migrant Education Programs are being sponsored, increased attention is being given to the recruitment of children from families who are working in poultry plants as, under certain circumstances, these children may be eligible for enrollment in the Migrant Education Program. Since many of the poultry plants found in Delaware are located in areas where some evidence exists as to the presence of resettled migrants, the D. A. Lewis staff has attempted to identify these plants as possible recruitment areas to be investigated by the Delaware migrant recruiters.

Shorgood Poultry
Division of Bayshore Foods
P. O. Box 183
Milford, Delaware 19963
(302) 422-4531

Paramount Poultry, Inc.
Harbeson, Delaware 19951
(302) 684-8576

H&H Poultry Company, Inc.
Hoosler Street & R. R. Avenue
Selbyville, Delaware 19975
(302) 436-8241

Swift & Company
Chariss Street
Felton, Delaware 19949
(302) 284-4501

Swift & Company
P. O. Box 112
Georgetown, Delaware 19947
(302) 856-2206

Townsend's, Inc.
St. Route #24
Millsboro, Delaware 19966
(302) 934-9221

BOARD MEMBERS OF LA BORINQUENA AND
THE HISPANIC AMERICAN COUNCIL

Often times nonprofit social service agencies, such as La Borinquena and the Hispanic American Council, include individuals on their board of directors who are knowledgeable and sympathetic to the needs of the community. In turn, these same individuals often serve as viable sources of information for individuals in need of information of the community, such as the Migrant Education Recruiters. For this reason, the D. A. Lewis staff requested the names of individuals serving on the board of directors for La Borinquena and the Hispanic American Council. La Borinquena responded to our request. Two follow-up contacts were made with the Hispanic Council to obtain their list of board members. As of this date, no response has been provided.

LA BORINQUEÑA BOARD MEMBERS

Manuelita Olson (Bilingual)
110 Autum Horsehoe Drive
Four Seasons
Newark, DE. 19711 (658-5177)
(655-6486)
(366-8190)

Raymond Rodriguez (Bilingual)
c/o Community Relations Department
Wilm. Police Bureau
10th & King Streets (571-4457)
Wilmington, DE. 19801(571-4470)
3401 Clayton Avenue
Wilmington, DE. 19808 (994-5885)

Rosemary Suasen English Speaking
c/o Kidney Found of Delaware
1319 Pennsylvania Avenue
Wilmington, DE. 19806 (655-2585)

Melvyn Wolloshin (English Speaking)
605 Clearview Avenue
Wynncliff
Wilmington, DE. 19809 (575-0800)

Donald Bowman
Department of Park & Recreation
103 East 16th Street
Wilmington, DE. 19801 (571-4250)

Mariane Silva (Bilingual)
1909 Howland Street
Wilmington, DE. 19805

Wayne Hambleton
413 N. Harrison Street
Wilmington, DE. 19805

Jose Vega
Wilmington Police Department
1000 King Street
Wilmington, DE. 19801

Jose Figueroa
806 West Street
Wilmington, DE. 19805

James Barner
1110 W. 5th Street
Wilmington, DE. 19801

Chico Rodriguez
1713 W. 4th Street
Wilmington, DE. 19805

Captain James Nolan
7 Harkness Court (571-4511)
Deacons Walk (571-4510)
Pike Creek Valley
Newark, DE. 19711 (731-5558)

Cecelia Esteves
1202 W. 4th Street
Latin American Community Center
Wilmington, DE. 19805

John Bradley
Fulton Paper Co.
403 N. Vanburen Street
Wilmington, DE. 19805

Luis Padro
417 N. Vanburen Street
Wilmington, De. 19805 (652-4226)

OTHER AGENCIES OUTSIDE OF WILMINGTON THAT
MIGHT PROVIDE LEADS FOR RECRUITERS TO
FURTHER IDENTIFY RESETTLED MIGRANTS IN DELAWARE

This list was compiled by the Lewis Associates staff
"brainstorming" about who else they would contact if doing
the recruiter's job and by reviewing the Directory of Human
Services for Delaware published by the United Way of Delaware
1975.

Social Services, Division of Family Services

Health Agencies - Community Health Division of
Public Health, DHSS, particularly Bureau of
Nursing and Office of Maternal and Child
Health

Day Care - Head Start

Post Office

Food and Nutrition Education Program, Cooperative
Extension Service, University of Delaware;
also Home Economics Program

State Police

Churches and church-related service organizations

Community Stores - grocery stores and taverns
particularly

Salvation Army

Food Stamp Program

Various Offices of U. S. Department of Agriculture,
i.e., Agricultural Cooperative Extension
Service, Animal and Plant Health, Inspection
Service, etc.

Delaware State Agriculture Department, particu-
larly Standards and Inspection Division

Growers' Associations (i.e., Mushroom, etc.)

POTENTIAL RESOURCES FOR
MOBILIZING PROGRAM SUPPORT

Occasionally, it is necessary to call on numerous community sources to lend support to the needs of the migrant program. This support can take the form of contributions and/or volunteers. Usually this support materializes through the contact and involvement of various community leaders. In most cases, these community leaders hold memberships in prestigious social organizations, such as the Kiwanis or Lions Clubs. For this reason, we have compiled a State listing of the names of presiding officers for the Delaware Kiwanis Club, Lions Club, Rotary Club, and Toastmasters Club.

PRESIDENTS

DELAWARE KIWANIS CLUBS - 1975-76

BRANDYWINE HUNDRED

F. Leslie Mathewson
Montchanin
Delaware 19710
(Monday, 6:30 P.M., Harvey's Restaurant)

CLAYMONT

R. J. Zydanowicz
2006 Garfield Ave.
Wilmington, Delaware 19809
(Monday, 6:30 P.M. Howard Johnson's
Northtowne Plaza I-95 & Naamans Rd.)

DOVER

Clyde A. Simmons
10 Dogwood Court
Dover, Delaware 19901
(Wednesday, 6:15 P.M., Dinner Bell Inn)

NEW CASTLE

Dale B. Schneider
69 Notre Dame Ave.
New Castle, Delaware 19720
(Wednesday, 6:30 P.M., Greater
Wilmington Airport)

NEWARK

William F. Ritter
100 Dutton Drive, Eagle Glen
New Castle, Delaware 19720

PIKE CREEK VALLEY, NEWARK

Michael B. Dubs
503 St. George Drive
Wilmington, Delaware 19802
(Thursday, 7:30 A.M., Howard Johnson's
Rtes. 2 & 7)

RED CLAY VALLEY, WILMINGTON

James A. Carmean
62 Willow Lane
Newark, Delaware 19711
(Tuesday, 6:30 P.M., Chuck Wagon)

RODNEY SQUARE

Robert W. Liota
701 W. 21st St.
Wilmington, Delaware 19802
(Tuesday, 6:30 P.M., Hotel du Pont)

WHITE CLAY, NEWARK

Harry Maucher
R.D. 5, Box 257
Elkton, Md. 21921
(Wednesday, 6:30 P.M. Colony Inn,
Brookside, Newark)

WILMINGTON

Albert A. Poppiti
729 S. Lincoln Street
Wilmington, Delaware 19805
(Wednesday, 12:10 P.M., Hotel du Pont)

WILMINGTON NORTH

Glen Dudley
8 Cummings Court
Wilmington, Delaware 19804
(Tuesday, 7:00 P.M., Holiday Inn,
U.S. Rte. 202)

PRESIDENTS

DELAWARE LIONS CLUBS - 1973-74

Eric G. Widen, Jr., Dist. Governor
4602 Muggleton Rd.
Wilmington, DE 19808
b(302) 652-3983 h(302) 994-8831

BRANDYWINE HUNDRED

Robert Craig
507 Bellevue Rd.
Wilmington, DE 19809 (762-1100)

BRIDGEVILLE

Ray Passwaters
107 Elliott Dr.
Bridgeville, DE 19933 (337-7066)

BROOKSIDE

William L. Mowll
5 Radnor Dr., Chestnut Hill
Newark, DE 19711 (737-6073)

CAMDEN-WYOMING

Jack L. Salmon
132 Philcris Dr.
Dover, DE 19901 (697-6800)

CAPITOL TRAIL

James R. Kelley
25 Tyson Ford Rd.
Newark, DE 19711 (737-7780)

CENTERVILLE

Thomas W. Charles
5905 Valley Way Rd.
Centerville, DE 19807 (654-7807)

CHRISTIANA HUNDRED

Joseph G. DiDonato
R.D. 1, Box 360
Hockessin, DE 19707 (239-4241)

CLAYMONT

Harry T. Grandel
607 New York Ave.
Claymont, DE 19703 (798-9265)

CLAYTON

Morris G. Jones
Washington St.
Clayton, DE 19938 (653-7941)

DELAWARE CITY

Edgar Saxton, Jr.
609 Fifth St.
Delaware City, DE 19706 (834-4432)

DELMAR

Warren H. Bogardus
Route 3
Delmar, DE 19940 (301) 896-9157

DEWEY BEACH

Robert M. Klingel
111 Scarborough Ave.
Rehoboth Beach, DE 19971 (227-2906)

DOVER

William E. Hall
R.D. 1, Box 639
Dover, DE 19901 (697-6739)

GEORGETOWN

John Brandt
362 Federal St.
Milton, DE 19968 (684-8906)

GREEN HILLS

Wilbur F. Williams
7 Kings Ridge Rd., Westminster
Wilmington, DE 19808 (998-8551)

GREENWOOD

Lew Brumberg
P.O. Box 85, Queen Ave.
Greenwood, DE 19950 (349-5102)

HARRINGTON

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138 Oak Lane Dr.
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Henlopen Acres, DE 19971 (227-8329)

LORD BALTIMORE

Wayne Breasure
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MILLSBORO

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1975-1976

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CLUB AND OFFICER INFORMATION
TOASTMASTERS INTERNATIONAL
Santa Ana, California 92711

CLUB INFORMATION

Club Name DuPont Toastmasters Club Club No. 1664 District No. 18
Phone No. for Club Information (include Area Code) (302) 994-1984
Meets: Weekly ☒ 1st and 3rd ☐ 2nd and 4th ☐ Other _____
Day Every Monday Time 06:50 A.M. _____ P.M. _____
Meeting Place DuPont Cafeteria, Chestnut Run, Wilmington, Delaware 19808
NAME ADDRESS ZIP

OFFICER INFORMATION

Officer Installation Date Jan. 1976
MONTH
Term of Office — Annual ☐ Semi annual ☒
From Jan. 1976 to July 1976
MONTH YEAR MONTH YEAR

Give complete names; not initials. If your club has a post office box number, use it as the address for all club officers.

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SECTION III

GENERAL COMMENTS AND RECOMMENDATIONS

CONTENTS:

This section gives some general comments and specific recommendations by D. A. Lewis project staff to the Director of DPI Migrant Education Division and to the recruiters concerning the identification and recruitment process.

GENERAL COMMENTS AND RECOMMENDATIONS — DELAWARE

A. Evidence exists that the various agencies within the Latin-American community in Wilmington are not coordinating their activities with each other. Political as well as operational procedures appear to be the main causes for the lack of coordination. However, despite this situation a migrant recruiter will have to deal with all of these agencies in order to conduct an effective and efficient census. For this to be accomplished the following is recommended:

- 1) The recruiter should make a point of working with all relevant agencies.
- 2) The recruiter should continually endeavor to be sensitive to how the agencies view each other and how the community views the agencies. This should be done in order for the recruiter to develop and maintain his/her credibility with the various agencies within the community.

B. The Department of Public Instruction should write a plan which includes inputs from all the key agencies for the purpose of identifying and recruiting all the eligible students. The plan should employ the following methods:

- 1) Review of relevant files.
- 2) Mass community meetings.
- 3) Door-to-door canvassing.

The Department of Public Instruction should take the responsibility for implementing the written plan with the coordination of all relevant agencies. D. A. Lewis Associates is proposing such an identification and recruitment plan (see section IV) and is recommending that DPI use it as a basis for developing a more detailed plan with relevant agencies.

C. Because the priority areas have been identified as containing primarily Spanish-speaking persons with some Blacks, it is recommended that criterion for selection of recruiters consider the following:

- bilingual Spanish/English
- knowledge of the community (preferably a resident)
- sensitivity to and awareness of the various cultural groups' customs, attitudes, etc.
- flexibility in work schedule (may have to work in evenings)
- maturity
- interviewing and communication skills
- knowledge of Title I migrant and DPI programs
- organizing and planning skills

D. Recruiters and the ESEA Title I migrant education specialist should participate in training workshops in which

- 1) project objectives are explained
- 2) recruitment techniques can be developed specific to the Wilmington community/rest of State.

- 3) the Wilmington/State information is reviewed
- 4) the one-year identification and recruitment plan and the strategies are explained.

E. Past experience has shown that most individuals who are asked to help identify areas where resettled migrants are most likely to live in have an easier time and are more willing to share their information through the use of a street map of Wilmington or, in the case of the rest of the State, a county map. It is, therefore, recommended that a recruiter should utilize such a tool as often and wherever possible.

F. Some people commented that because of the problem of illegal aliens in some areas, the recruiters may have difficulty in their recruitment efforts. The mushroom growers in New Castle County are particularly sensitive about this problem and may be antagonistic to "outsiders."

G. It is recommended that both public and private school files should be reviewed (1) to identify those students participating in a Spanish bilingual program and (2) to identify families with an agricultural background who have moved into the school district within the past five years, particularly from states considered to be migrant impacted states.

H. A number of contacts indicated that in Spanish-speaking neighborhoods recruiters would be most effective working in the evenings when husbands are home because wives are often instructed

not to speak to strangers without their husbands present. If recruitment must be done during the day in such situations, it is recommended that a female recruiter be used or a male and a female.

I. For more detailed street maps of Wilmington than provided, contact the Map Office, 920 King Street in Wilmington.

J. It is recommended that the Director of the DPI Migrant Education Division assign a person with specific management responsibilities to the recruitment office. At a minimum this person would be responsible for:

- 1) Assuring the flow of information and data from the recruiters to the Migrant Director and other appropriate persons and vice versa.
- 2) Direct supervision of recruiters and of clerical staff within the recruitment office.

It is recognized that this person may also have additional responsibilities such as actually doing recruitment, but in order for certain steps to work in the plan and strategy being proposed here, it is essential that a person with management responsibilities be assigned to the recruitment office.

K. Information obtained from the Delaware Department of Labor and from mushroom growers indicates that most of the laborers working in mushrooms have been settled out for more than five years. This area requires further investigation with the above agencies and individuals.

L. Some people interviewed said that their experience in working with migrants and resettled migrants has been that these persons do not like to be referred to as migrants and that they may be reluctant to identify themselves as such. Recruiters should consider this when interviewing and DPI should consider this when designing their recruitment form.

K. The Migrant Recruitment Office should also keep on file information from those contacts that have not led to migrant families. Such information is valid when determining reasons for not conducting migrant education programs in certain areas.

SECTION IV

PLAN AND STRATEGIES FOR THE IDENTIFICATION AND RECRUITMENT OF RESETTLED MIGRANT CHILDREN AND THE ESTABLISHMENT OF AN INFORMATION FLOW PROCESS BY THE DPI MIGRANT EDUCATION DIVISION

CONTENTS:

- Overview
- Strategies
- The One-year Plan (including a Gantt Chart)
- The Identification, Recruitment, and Information Process Manual (including a work flow chart)
- Attached forms A-E:
 - A. Guidelines for Developing a Recruitment Form
 - B. Master List Form (for alphabetically listing names of families who may be eligible for recruitment)
 - C. Feedback by User of Migrant Recruiter Information (for use in special questionnaire mailings to users of the data)
 - D. Feedback/Comment Form (all-purpose form for logging inter and intra agency feedback)
 - E. Contact Sheet (for use by recruiters in recording information on additional leads)

OVERVIEW

This section contains a one-year plan (September 1976 - August 1977) for the Identification and Recruitment of Resettled Migrant Children and the Establishment of an Information Flow Process by the DPI Migrant Education Division. Steps 1-9 of the plan deal with Lewis Associates recommended strategy that DPI focus its recruitment efforts in the initial months in Wilmington. Steps 10 and 11 make reference to an Identification, Recruitment, and Information Process Manual which is a document that deals with how to continue the process begun in Wilmington at the same time beginning recruitment efforts in the rest of the State. It is presented in a manual format with a work flow chart in order to provide DPI with a concise document that not only suggests a framework in which DPI can carry out its identification, recruitment, and information processing functions on an ongoing basis but can be used as a basis for developing strategies and more detailed plans for carrying out these functions. The manual itself is essentially a plan, as stated, for continuing the efforts begun in Wilmington, beginning the efforts in the rest of the State and then maintaining the process in both. The manual does not, however, contain the level of detail outlined in steps 1-9 of the one-year plan, and it does not have a Gantt chart.

STRATEGIES

The strategies that Lewis Associates are suggesting are essentially:

- For the first few months focus efforts on the Spanish-speaking population of Wilmington utilizing files and primary contacts to maximize the number of children recruited by December.
- After the first 3-4 months, as staff time permits, begin efforts in the rest of the State and continue efforts in Wilmington by going back and checking out secondary contacts, particularly seeking Black and White resettled migrants.
- Establish agreements with agencies to assist DPI on an ongoing basis by using DPI recruitment forms.
- As soon as possible, assign a person with management responsibilities to the recruitment office and establish definite roles and responsibilities for communicating information among staff and with outside agencies.
- Utilize the information in this report as a basis for seeking additional staff and resources and speeding up and revising planned efforts as staffing permits.
- During year two and beyond continue to plan and build on the Identification, Recruitment, and Information Process Manual.

— As soon as staffing permits, begin to focus efforts on developing programs with school districts that will benefit the resettled migrant children. This process should, in turn, help elicit cooperation of agencies/persons in continuing to identify resettling migrants as they know some benefits will be forthcoming.

— In order to facilitate the development of a network of communication and coordination between community agencies and the Migrant Education Program and to maintain an effective recruitment strategy, it is recommended that DPI establish a State Migrant Education Advisory Board. This advisory board should represent both the active and resettled migrants and those agencies and organizations providing services to the Delaware farmworker population. The advisory council, as a long-term goal, should work towards the development of a coordinated recruitment plan which would eventually lead to a single recruitment effort on behalf of all the agencies and organizations. The following is a suggested list of agencies, organizations, and individuals to be considered for membership on the Migrant Education Advisory Board.

A SUGGESTED LIST OF REPRESENTATIVE GROUPS
FOR AN ADVISORY BOARD FOR MIGRANT EDUCATION

Department of Education

- Early Childhood
- Vocational
- Bilingual

Department of Labor

Department of Health

Department of Housing

Law Enforcement

Social Services (Public and Private)

Alcoholic Rehabilitation Program

Growers and Growers' Associations

Migrants and Parents

Governor's and Wilmington Mayor's Offices

Delaware Ecumenical Council

All "Primary" Contacts in Wilmington (from
Section II of this report)

University of Delaware

- Cooperative Extension
- Urban Affairs
- Sociology

ONE YEAR PLAN FOR THE IDENTIFICATION AND RECRUITMENT OF RESETTLED MIGRANT CHILDREN AND THE ESTABLISHMENT OF AN INFORMATION FLOW PROCESS BY THE DPI MIGRANT EDUCATION DIVISION

WHAT	WHO	HOW	ATTACH- MENT IF APPLIC.	WHEN
1. Develop/modify recruitment form	Rec. & Dir.	See attached recruitment form suggestions. It is recommended that a form be developed utilizing these suggestions.	Attachment A p. 4-26	Complete in the first week of September.
2. Identify contacts that have files/lists	Rec.	A) Utilize prepared list of primary contacts. B) Utilize prepared list of secondary contacts.	See Sec. II	Begin in the first week of September. Ongoing.
3. Get clearance for release of information	Dir. & Rec.	A) Procedure is indicated on primary contact list when applicable. B) As it becomes necessary when making new contacts	See Sec. II	Begin in the first week of September. Ongoing.
4. Transfer of data from files/ lists to recruitment form	Rec.	A) Copy information — where possible seek assistance from agency staff. To determine whether or not a family is potentially eligible and therefore whether or not information should be transferred from the agency's form to DPI's recruitment form for further investigation, utilize the criteria indicated on DPI's recruitment form in making your judgement.	Attachment A p. 4-26	Begin in the second week of September. Ongoing.
5. Establish the use of the DPI recruitment form and an on-going recruitment procedure for new clients with appropriate agencies	Rec.	A) Always meet with and seek approval of the agency director. B) Provide forms, explanation, and training to agency staff.		Begin in the second week of September. Ongoing.

**ONE-YEAR PLAN FOR THE IDENTIFICATION AND RECRUITMENT OF RESETTLED MIGRANT CHILDREN AND THE
ESTABLISHMENT OF AN INFORMATION FLOW PROCESS BY THE DPI MIGRANT EDUCATION DIVISION**

WHAT	WHO	HOW	ATTACH- MENT IF APPLIC.	WHEN
6. Correlate data from agencies	Rec.	A) Type a master list of names alphabetically and include addresses. B) Eliminate duplication as it comes in from new clients. C) Update information as it comes in from new clients.	Attachment B p. 4-29	Begin in the third week of September. Ongoing.
7. Validation via group meetings	Rec.	A) Determine with agency contact which individuals could be invited using the master list and preferably inviting persons that they are personally familiar with. B) Plan the group meetings. C) Conduct meeting to compare the information on the recruitment form to the information acquired from the personal interviews at the meeting. Check names off master list as people are interviewed. Any new names acquired from ongoing recruitment form should also be checked off if they attend a meeting and are interviewed. D) Where applicable, have form signed.	Attachments A&B p. 4-26 & 4-29	Begin in the last week of September. Complete by the end of December.
8. Validation via door-to-door contact.	Rec.	A) Determine names not covered in step 7 by listing names not checked off master list or off those additional recruitment forms that are coming in on an ongoing basis. B) Utilize contacts to introduce recruiter into community and homes. C) Conduct interview to compare the information on recruitment form to the information acquired from the personal interview at the homes. Any new names acquired from ongoing recruitment forms should also be checked off.	Attachments A&B p. 4-26 & 4-29	Begin in the last week of October. Ongoing.

**ONE-YEAR PLAN FOR THE IDENTIFICATION AND RECRUITMENT OF RESETTLED MIGRANT CHILDREN AND THE
ESTABLISHMENT OF AN INFORMATION FLOW PROCESS BY THE DPI MIGRANT EDUCATION DIVISION**

ATTACH-
MENT
IF
APPLIC.

WHAT

WHO

HOW

WHEN

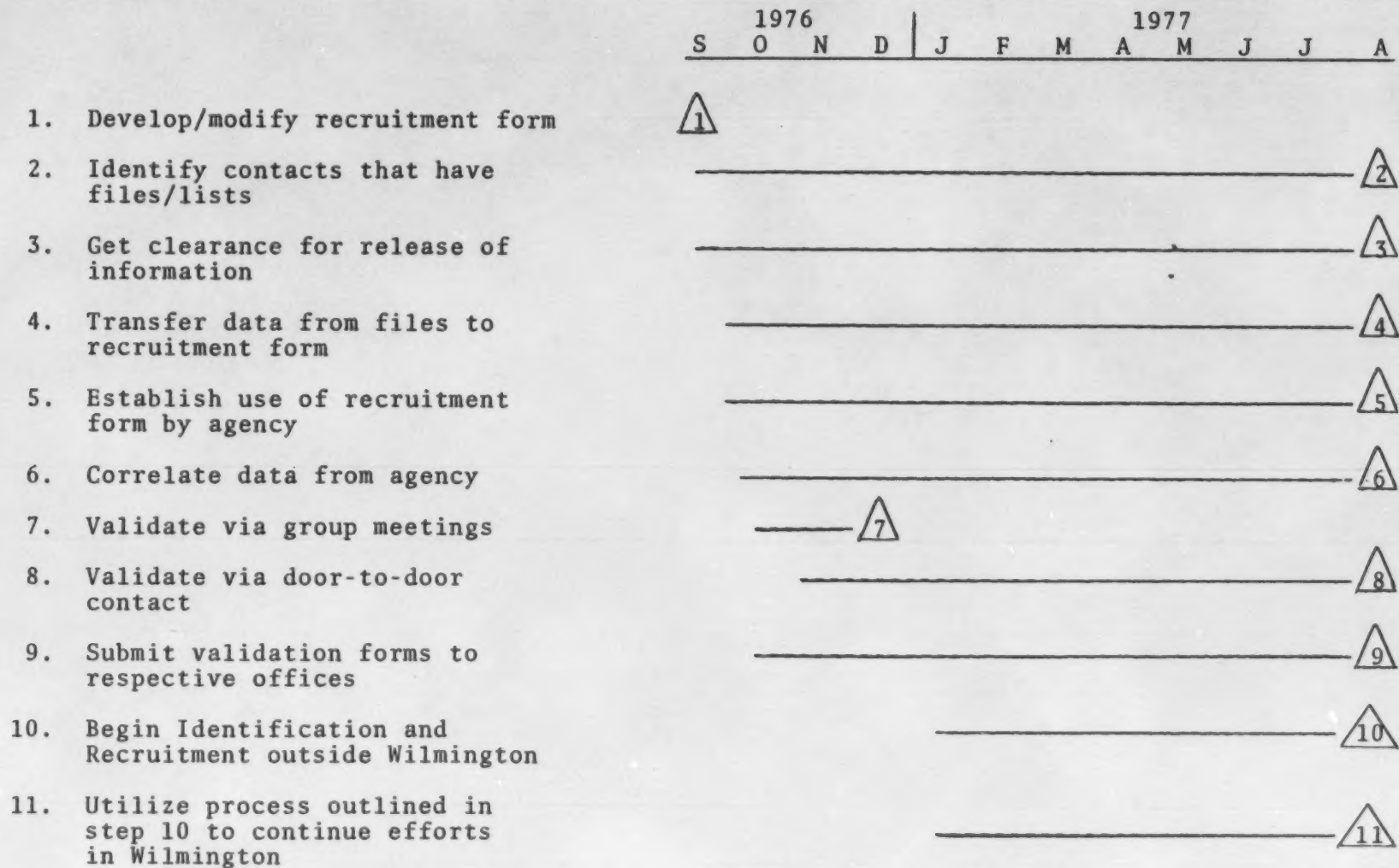
9. Submit validated forms to respective offices	Rec. & Dir.	A) Determine which offices/agencies should receive data on identified resettled migrant students, with determination of who is responsible for the process as well as the process itself. B) Suggested offices to be considered: 1) School District 2) Recruitment Office 3) MSRTS Terminal Operator(s) 4) Recruiter 5) Home Base State 6) Other relevant agencies C) Determine a feedback procedure with agencies receiving recruitment forms in order to get an indication of how the information is being used by those receiving it, to get a feel for the usefulness of the information to someone other than yourself, to determine how the total system could be improved in order for it to be more efficient.	Attachment C p. 4-30	Begin in the first week of October. Ongoing.
10. Begin Identification and Recruitment in State outside of Wilmington	Rec. & Dir.	A) Hold a 1-2 day planning and review session with recruiters, DPI Migrant Education Director and other relevant staff for the purpose of: 1) Review and evaluate efforts in Wilmington to date. 2) Review and modify, as appropriate, the Identification, Recruitment, and Information Process Manual for performing these functions in the State and for continuing the process in Wilmington beyond the initial 9 steps of this plan. 3) Identify and designate recruitment staff assignments for the State and for continuing efforts in Wilmington.	See p. 4-9 in this Sec. IV	Begin in the first week of January. Ongoing.

ONE-YEAR PLAN FOR THE IDENTIFICATION AND RECRUITMENT OF RESETTLED MIGRANT CHILDREN AND THE
ESTABLISHMENT OF AN INFORMATION FLOW PROCESS BY THE DPI MIGRANT EDUCATION DIVISION

WHAT	WHO	HOW	ATTACH- MENT IF APPLIC.	WHEN
		4) Utilize the Manual as a basis for developing a more detailed plan (including time lines) for the State and for continuing efforts in Wilmington. (If this point is acted on an extra day for the session is recommended.) B) Begin implementing the process in the State.		
11. Utilize the Manual in step 10 to continue efforts in Wilmington	Rec.	A) Implement the process as determined in step 10.		Begin in the first week of January. Ongoing.

4-8

GANTT CHART



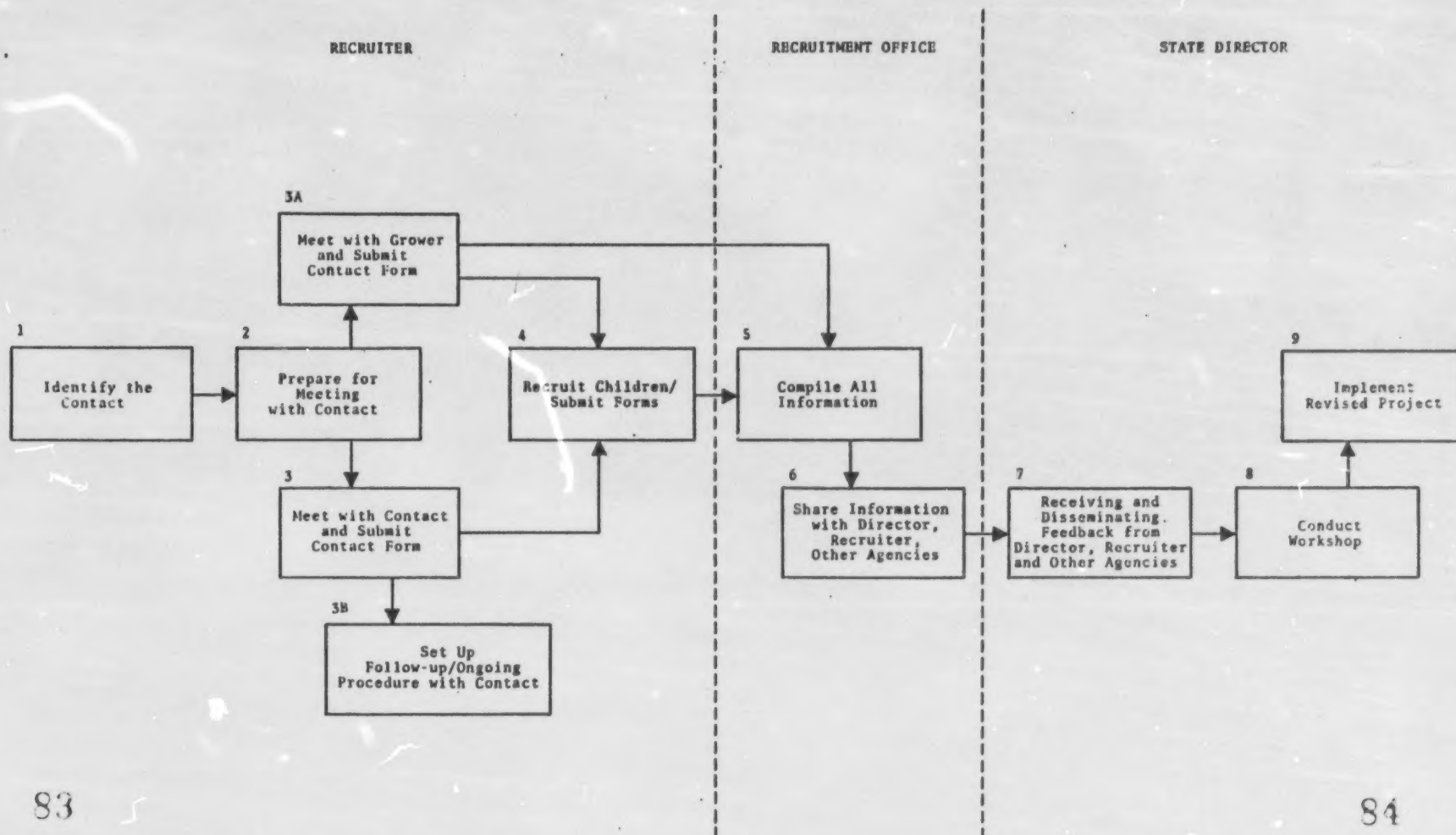
4-9

IDENTIFICATION, RECRUITMENT, AND

INFORMATION PROCESS MANUAL

IDENTIFICATION, RECRUITMENT AND INFORMATION PROCESS CHART

4-11



STEP 1

IDENTIFYING CONTACTS

WHY:

1. To use all possible sources of information that could lead to resettled migrant locations in the county/city.
2. To introduce new contacts to the recruiting efforts and educational activities of DPI's Migrant Education Program and to elicit their cooperation.
3. To add to the contact list any agency/person not listed in order to continually update the information.

HOW:

1. Refer to the alphabetical listing of contacts:
 - A. The Wilmington contact list which is continually being updated by the recruiter.
 - B. The State listing of area contacts which is attached (see Section II).
2. Refer to maps provided for Wilmington and the State.
3. Continually add to and update lists and maps.

WHO:

The recruiters

STEP 2

PREPARING FOR AND MEETING WITH
IDENTIFIED CONTACT

WHY:

1. In order to perform the recruiting task in the fastest and most efficient manner, it is advised that the recruiter obtain the most relevant information possible.
2. To become as personal (professionally) as possible with key contact persons in order to promote good working relationships.
3. To become better acquainted with the migrant population in the county.

HOW:

1. Call the contact person and
 - A. Set up an interview with him or her based on the answer to the first question below.
 - B. If a personal interview cannot be set up, then interview the contact person via telephone.
2. In either a telephone or personal interview, when speaking to the contact person, ask the following questions and include any other questions that might seem appropriate at the time:
 - A. My records indicate that in your agency/area you are the person most likely to help identify resettled migrant families in the county/city. Am I correct? If not, could you put me in contact with the person who could help me?
 - B. (To the contact person most knowledgeable in the field as indicated by answer to first question.) Could you briefly tell me what kind of contact your agency has with migrant families in the county?
 - (1) Where are the resettled migrants that you are familiar with?

STEP 2 (CONT.)

- (2) Would you identify locations of resettled migrants that are in the area (or you think might be in the area)? Utilize a map.
- (3) Could you provide me with actual addresses of potential resettled migrant homes, of farms, of camps, or of any other migrant locations in the area?
- (4) Can you identify for me some other agencies and/or persons who could be of further help in identifying resettled migrant homes in the county/city?
- (5) Based on what you know about what I am doing, is there any information you would like to receive from me?

WHO:

The recruiters

STEP 3

UTILIZING AGENCY CONTACT FORM AND SUBMISSION OF FORM

WHY:

1. In order to ensure that the State of Delaware has a uniform and efficient recruitment program, it is necessary to keep a record of who was helpful and in what ways the agency was helpful in identifying re-settled migrant families.
2. In order to permit the State Recruitment Office to identify and disseminate solutions to problems encountered by recruiters in separate counties and in Wilmington.
3. In order to prevent the duplication of work by new recruiters in the future and to secure a complete record for reuse by rehired recruiters.
4. To provide data for a mailing list should DPI have a need to disseminate information to these agencies.
5. To serve as a resource for names of persons to serve on a state migrant education advisory board.
6. To provide during evaluation a tool for determining which agencies should be continually kept abreast of migrant education activities.

HOW:

1. For every contact, no matter how significant, informative, or helpful, a contact report should be completed on the contact form and a copy should be submitted to the Recruitment Office (see attachment E, p. 4-32).
2. The Recruitment Office should be responsible for storing these forms in an organized manner in order for them to serve as quick reference items to meet the above needs.

WHO:

The recruiters

STEP 3A

MAKING DIRECT CONTACT WITH
GROWER/PROPERTY OWNER

(This is applicable to rural Delaware outside of Wilmington)

WHY:

1. (True migrants) The grower/property owner is, in most cases, the most influential person in recruiting on his land. Personal contact in this area is crucial since the grower/property owner is usually the person who has the first and last word in allowing or not allowing information gathering and/or recruitment to take place on his/her property. The grower might not always know what the makeup of his/her labor force is, but will always know who does; and, depending on how he/she is approached, and what is asked of him/her, the "door" to that person can be opened or closed.
2. (True migrants) The individual grower/property owner is the most knowledgeable person on what type of labor other growers are using. If approached correctly, the grower/property owner will be a "gold mine" for the recruiter in the area of additional leads in other areas of the county.
3. (Resettled migrants) The individual grower/property owner is one of the most knowledgeable people about knowing where resettled migrants are most likely to live in.

HOW:

1. A grower should always be contacted in person since this is the safest way to judge how busy he/she is. The recruiter should use careful discretion in judging how much time the grower can give and what kind of information will be comfortably given. Often it is wise to introduce oneself to the grower and explain that a return visit can be made at a time convenient to him/her. Judgment should be used in ensuring that lines of communication are always open between the recruiter and the grower, even if it seems like a time consuming process.
2. Although most growers are cooperative and patient they should always be approached with care to assure their cooperation and patience.

STEP 3A (CONT.)

3. Establish a working agreement for future use by setting up a line of communication. Most growers will prefer that in the future the recruiter go directly to his/her crew chief.
4. No matter how helpful the grower is, it is always worthwhile to send a letter of thanks to the grower for his/her time and cooperation. Such a gesture will prove to be helpful in the future by closing any communication gaps and strengthening working relationship between recruiter and grower/owner.
5. At all times the recruiter should remember that when he/she is on someone's private property, proper conduct and courtesy should be extended to the property owner. Keep in mind that they are doing you a favor by permitting you to be there, (rather than thinking that you are doing them a favor by enrolling children of the migrant workers into a program).
6. Utilizing the list of farmers provided by the Agricultural Soil Conservation Service, all farmers should be considered as potential contacts knowledgeable about resettled migrants and, as such, should be contacted. (See Section V for this list)
7. It should be remembered that growers, farmers, crew chiefs, etc., are to be considered as contacts and thus recorded on the contact sheet whenever an interview takes place.

WHO:

The recruiters

STEP 3B

ESTABLISHING AN ONGOING INFORMATION FLOW
PROCEDURE WITH CONTACT

WHY:

1. In order to establish an ongoing recruitment procedure.
2. In order to establish a long term and continuous update of the agencies' activities, especially those dealing with the migrant population, it is advisable that the recruiter and the contact person establish an information sharing process.
3. In order to remind the agency of the importance of the recruiter's job and of the recruiter's sincerity.

HOW:

1. Continue process established in Wilmington by providing the contacts with recruitment forms, a procedure for getting forms to DPI, and training.
2. Exchange names and addresses in order to receive additional materials in the future.
3. Place the Dover office on the mailing list of the agencies for all relevant items of information provided by the agency.
4. Perhaps include the agency on the mailing list for all pertinent information that is provided by the Dover office.
5. Follow up with a thank you letter (or telephone call) to the contact person if the time and information that was given to the recruiter proved to be valuable and helpful.

WHO:

The recruiter

STEP 4

RECRUITING STUDENTS AND
SUBMITTING FORMS

WHY:

1. In order to ensure that all eligible resettled migrant children, especially those in need of education and recreational activity are given the opportunity to participate in existing programs.
2. In order to give additional "grass root" direction to the State DPI, Migrant Division, as to where additional programs should be established or modified based on the migrant and resettled migrant population.

HOW:

1. Interview the identified potential resettled adult migrant population utilizing the DPI recruitment form.

WHO:

The recruiter

STEP 5

COMPILING AND SUMMARIZING INFORMATION

WHY:

1. In order to get an accurate overview of resettled migrant activity in the State.
2. In order to get an accurate overview of recruiter activity in the State.
3. In order to get an accurate overview of resettled migrant enrollment in the State.

HOW:

1. When completed forms are submitted to the Dover office, that office should adhere to the following procedure:
 - A. Agency Contact Form (attachment E)
 - Check it with master list which should be kept by person in recruitment office for all contacts made in state, (attachment B)
 - Keep by county, Wilmington, or entire State.
 - B. Recruitment Forms
 - Keep a weekly summary by county) Number of
 - Keep a weekly summary for State) children,
 - Keep a weekly summary for Wilmington) not names

WHO:

Recruitment office

STEP 6

SHARING RECRUITMENT INFORMATION WITH
TERMINAL OPERATORS AND SCHOOLS
RECRUITMENT OFFICE AND OTHER RELEVANT AGENCIES

WHY:

1. In order for all relevant data on all eligible resettled migrant students to be shared by the various offices in need of the information.
2. To allow services to reach the resettled migrant in a more systematic fashion, through the sharing of information.
3. To establish a data gathering system for all agencies having an interest in the resettled migrant welfare with a minimum number of visitors and interviewers approaching the family.

HOW:

1. According to the already existing agreements made between various offices and the recruiter.
2. According to the ongoing processes already being implemented in Wilmington, (the plan, Section IV, steps 1-9).

WHO:

Recruiter submits information to recruitment office and recruitment office submits to terminal operator and others.

STEP 6a

SHARING SUMMARIZED INFORMATION
WITH RECRUITER

WHY:

1. To allow the recruiter to realize on a regular basis his/her productivity.
2. To allow the recruiter to determine what needs to be accomplished.
3. To allow the recruiter to realize his/her work contribution to the total State recruiting effort.
4. To allow the recruiter to keep a current file for his/her use.

HOW:

1. On a weekly or bi-weekly basis submit to the recruiter
 - A. A summary of that recruiter's county/Wilmington and
 - B. A total State summary.

WHO:

Recruitment office

STEP 6B

SHARING SUMMARIZED INFORMATION WITH
DPI MIGRANT OFFICE DIRECTOR AND
OTHER INTERESTED AGENCIES

WHY:

1. To provide DPI with current information on
 - A. The activity of the recruiters.
 - B. Which agencies are being contacted, which agencies are helpful, and which are being exposed to the migrant project.
 - C. Resettled migrant location for the county, Wilmington, and the total State.
 - D. To enable the State DPI Migrant Director to give direction to recruiters based on current data and ongoing procedures.
 - E. To enable the DPI Migrant Division to disseminate summary data with appropriate interested agencies.

HOW:

1. On a weekly basis submit all summaries for review.

WHO:

Recruitment office

STEP 7

RECEIVING AND DISSEMINATING FEEDBACK ON THE
EFFECTIVENESS OF THE IDENTIFICATION AND
RECRUITMENT PROCESS AND THE INTER AND INTRA AGENCY
FLOW OF INFORMATION PROCESS

WHY:

1. To provide information to DPI for the ongoing improvement of the processes.

HOW:

1. Develop and periodically send a questionnaire to school districts, the Terminal Operator, and others with whom information is being shared and seek such information as the usefulness of the data you are sending and how efficiently is it being processed to them. (Recruitment office function)(See att. C, p.4-30)
2. Develop and periodically send to agencies that are gathering information for DPI on DPI's recruitment form a questionnaire seeking feedback regarding problems, difficulties, etc., that are being encountered while utilizing the form. (Recruitment office function) (no attachment)
3. Each staff person should maintain a log in which, at the end of each day, appropriate telephone calls, mail delivery, or comments from field interviews which relate to the identification, recruitment, and information flow processes can be written. Information should be logged on a standard form similar to the attached "Feedback/Comment Form." DPI Migrant Education staff can also use this form to provide their own feedback to one another. (See att. D, p.4-31).
4. Copies of feedback forms from the staff logs and the standard questionnaires periodically sent out should be kept in a central file in the recruitment office from which the data can be utilized in staff meetings and workshops and which staff have open access to for constant review.

WHO:

Recruiters, recruitment office, Migrant Education Director

STEP 8

CONDUCTING WORKSHOPS TO MAKE
IMPROVEMENTS BASED ON FEEDBACK

WHY:

1. In order to utilize all strengths, remove weaknesses, and add new and practical dimensions to the project.
2. In order to reinforce the total state effort in recruitment procedures.

HOW:

1. In order for the results to be presented, hold a workshop that should at least:
 - A. Be well planned and be covered in two-three days.
 - B. Include all persons that are directly involved in the project, i.e., recruiters, terminal operators, DPI Migrant Education Director, and other appropriate DPI staff.
 - C. Deal only with the feedback material that has been summarized for this meeting.
 - D. List specific recommendations for improvement.
2. A facilitator from outside of the group could be used to conduct the workshop.

WHO:

Migrant Education Director

STEP 9

CONDUCTING REVISED PROJECT

WHY:

To ensure that all eligible migrant students are identified and properly served.

HOW:

Implementing any improvements determined at the workshop.

WHO:

Recruiters, recruitment office, Migrant Education Director

GUIDELINES FOR DEVELOPING
A RECRUITMENT FORM

A. The first four questions, including the last name of the family, are crucial in the interviewing process. An affirmative answer to all four questions would indicate that the interview should be continued as there is enough evidence to indicate that a member or members of the family are eligible for migrant education programs. A negative response to any one of the four questions should terminate the interview as it would automatically disqualify any member of that family for participation in migrant education programs.

Having the family name appear at the top of the form would assist in future filing and reference procedures.

B. If the recruiter determines that the interview should be continued based on the first four questions, then the following basic information should be obtained in order to validate the given answer:

1. A) Number of children
B) Ages of each child
C) Birthday (verified by official document wherever possible)for each child
D) Name of each child, (both first and last whenever the child does not go by the last name of the interviewee)
2. A) Place of agricultural employment during the last five years including

- Name of farm or establishment
- Location, town and state
- B) Date last worked at above location (month and year to determine status)
- 3. A) Last address before present location
 - Town and state at the minimum
- B) Date left above address
 - If different than in 2B indicate the actual month and year
 - If the same, indicate "same as above"
- 4. A) School district now enrolled in
- B) Date first enrolled in present school district
- C) School district prior to present one
- D) Date last attended above

C. For the purpose of MSRTS validation the above information is the minimum requirement. Naturally, DPI can include additional questions on the form. For example, health data, educational needs (i.e., language proficiency, physical needs, etc.) can be determined for each eligible student. However, such additional information, while it might be determined as important, should be included only after its value is weighed against the main objective of the recruitment/identification effort, which is to enroll eligible students into the MSRTS as quickly and efficiently as possible.

D. The form should be translated into Spanish.

RECRUITER'S
INITIAL QUESTIONS FOR
MSRTS DETERMINATION
(Attached to MSRTS Recruitment Form)

Family Name _____ First Name _____

1. Are there any members of your family who are 21 years old or younger? Yes ☐ No ☐
(Stop)
2. Have you or your husband/wife been employed in agricultural labor any time during the last five years (i.e., picking, canning, harvesting, etc.)? Yes ☐ No ☐
(Stop)
3. Have you been living at your present location less than 5 years? Yes ☐ No ☐
(Stop)
4. Have your children been enrolled in their present school system less than 5 years? Yes ☐ No ☐
(Stop)

NOTE: When transferring data from the files onto recruitment forms and there is enough indication that the first question deserves a Yes response and the following three cannot be determined, a follow up interview should be conducted.

MASTER LIST FORM
(Alphabetical List of Names of Families Who May be
Eligible for Recruitment)

NAME	ADDRESS	DATE OF VALIDATION	HOW RECRUITED		ELIGIBLE	
			Mass Door Mtg. to Door		Yes	No

RECRUITER _____

FEEDBACK BY USER OF MIGRANT
RECRUITER INFORMATION

Agency Using Information _____

Address _____ Phone _____

Name & Title of Person/User _____

1. Do you find this information that the recruiter is sharing with you useful?

☐ Yes

☐ No

2. For what and how do you use the information?

3. What is the strength of the information you are receiving from the recruiter to help you with your work?

4. What is the weakness of the information you are receiving and what would you like to see improved in the system to help you do your work better?

5. Please mail this form to: _____

FEEDBACK/COMMENT FORM

Received By

Date Comment was Made

Who Said It
(Name, Title, Agency)

In Reference to

By Phone ☐ ☐ Total Project

By Letter ☐ ☐ Wilmington

In Person ☐ ☐ _____ County

Nature of
Feedback
Indicates: ☐ Strength ☐ Weakness ☐ Neutral ☐ Undetermined

Function
Commented
Upon: ☐ Identification ☐ Recruitment ☐ Information Flow

Comment: ☐ Attached and summarized below

☐ Recorded below

- Within DPI
- From DPI to Outside Agencies
- From Outside Agencies to DPI

ATTACHMENT E
SECTION IV

☐ County _____ Name _____

☐ Wilmington

☐ Entire State

CONTACT SHEET - STATE OF DELAWARE/
CITY OF WILMINGTON

KEY ON MAP NO.

AGENCY NAME/AREA NAME/COUNTY:

AGENCY/AREA CONTACT/TITLE:

ADDRESS/PHONE:

FUNCTION:

COMMENTS/RECOMMENDATION: